



CITY OF CEDAR PARK
invites applications for the position of:

Police Officer / Cadet

SALARY: \$26.64 Hourly
\$2,131.27 Biweekly
\$4,617.75 Monthly

OPENING DATE: 08/11/21

CLOSING DATE: 09/24/21 12:00 PM

THE CITY OF CEDAR PARK:



THE POSITION:

NOTICE OF CIVIL SERVICE EXAMINATION.

ENTRY-LEVEL POLICE OFFICER
City of Cedar Park, Texas

EXAMINATION INFO:

Date: Friday, October 8, 2021

Time: 8:30 AM and 1:30 PM

Place: Cedar Park Recreation Center

Community Room

1435 Main Street

Cedar Park, Texas 78613

EXAM ASSIGNMENT:

Applicant will be notified by September 24, 2021 of the time of their examination.

EACH APPLICANT WILL BE ASSIGNED TO ONE (1) EXAM TIME. APPLICANTS WILL BE ADMITTED ONLY TO THEIR ASSIGNED EXAM TIME. THERE WILL BE NO TRADING OF EXAM TIME.

APPLICATION DEADLINE: Friday, September 24, 2021 at 12:00 pm

ELIGIBILITY LIST: The Eligibility List established through this testing will be effective for 180 days from the date of the test or until the list is exhausted, whichever comes first.

APPLICATION PROCESS: The Cedar Park Application for Employment must be submitted through the Human Resources on-line application system no later than, Friday, **September 24, 2021, at 12:00 pm**. It is important that your application show all the education and experience you possess. Applications may be rejected if incomplete. Resume, cover letters, and/or any other documentation submitted will not be accepted in lieu of the online application, you must include your duties (do not input "See Resume") in the Work History section of the online application.

Applicants who possess military discharge papers (DD-214) **must** provide a full and clear copy of the document (make sure that important information is not cut off by the copier. i.e., the disposition or status details) **no later than the day of your test at sign in, October 8, 2021**. Five points shall be added to the examination grade of an applicant who served in the United States Armed Forces, received an honorable discharge, timely submits DD-214-member 4 copy and makes a passing grade on the examination.

Upon completion of the online application, you will receive an automatic response indicating that your application has been received. The Human Resources Department will then review your application for completeness and will verify all necessary documents have been attached by the application deadline (see *Entry-Level Police Examination Informational Packet*). Applicants that have a complete application by the application deadline and meet the minimum requirements will be emailed an invitation to take the Civil Service Entry examination along details to include date and time of your examination, check-in procedures, examination procedures/standards, physical fitness/physical ability test information and study guide information.
Please note: even if you have previously applied for a position with the City of Cedar Park Police Department, you must submit a new application through our online application process to be considered in this hiring process.

Failure to follow the directions given in this notification may disqualify you from further consideration for employment. The on-line application must be answered in its entirety. Deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions.

ACCEPTABLE EXPERIENCE, TRAINING, CERTIFICATIONS AND LICENSES:

The City of Cedar Park has adopted Civil Service for Public Safety and all hiring processes are conducted in accordance with established Civil Service Rules and Chapter 143 of the Local Government Code. Applicants for police officer shall meet the following criteria in order to be considered for any entry-level position:

- Achieve a minimum passing score of seventy (70) percent on the written examination
- Pass a comprehensive background investigation; which may include a polygraph or similar investigative/evaluation tool per discretion of the Department head;
- Successfully complete the physical fitness/physical ability test;
- Successfully complete a situational reasoning testing and assessment;
- Pass oral interviews;
- Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs. An applicant for police officer must possess an uncorrected visual acuity of 20/100 or better in each eye with both eyes correctable to at least 20/20 binocular vision with contact lenses; and the ability to distinguish basic color groups;
- Be at least twenty-one (21) years of age at the time of hire;
- Be a graduate of an accredited high school or have an equivalency certificate;
- Have a valid Texas driver's license at the date of hire;
- Be a citizen of the United States by birth or naturalization;
- Be able to read, write, and speak the English language;
- Be of good moral character;

- Shall not be prohibited from carrying a firearm or possessing ammunition;
- Be certified as a peace officer as established by the Texas Commission on Law Enforcement (TCOLE) at time of examination as an Entry-Level Police Officer; and
- Meet all requirements as established in Texas Civil Service law in accordance with the Texas Local Government Code, Cedar Park Local Civil Service Rules, and any amended articles agreed upon through the established Meet and Confer process.

*Applicants not certified as a Peace Officer as established by the Texas Commission on Law Enforcement (TCOLE) are eligible to take the entrance exam. Applicants without a TCOLE Certification may be hired as a Non-Civil Service cadet and compensated at \$23.50. As a Non-Civil Service cadet you must be able to meet all legal requirements for future licensing and certification required by the Texas Commission on Law Enforcement (TCOLE). For a complete list of the state's licensing requirements please visit TCOLE at www.tcole.texas.gov

SUPPLEMENTAL INFORMATION:

*IMPORTANT NOTICE ABOUT COVID-19**The City of Cedar Park participates in social distancing to prevent the spread of Covid-19. Please stay home if you have symptoms, are awaiting the results of a COVID-19 test or have been advised to self-quarantine. Candidates will adhere to social distancing guidance before, during, and after the written examination. Visit <https://www.cedarparktexas.gov/departments/homeland-security-emergency-management/covid-19-coronavirus-information> For the most up to date City information.*

Officer Pay Plan FY 21 [click here](#)

Entry-Level Police Examination Informational Packet [click here](#).

FAQ

- Do I need to attach my Military Discharge Document (DD-214, Form 4)?
 - Yes, to receive Military Service credit for a passing score of 70%, or better. A DD214, Form 4; must be attached to application or received by Human Resources no later than the date of your test, October 8, 2021.
- Tattoos?
 - Click [here](#) to view the Police Department Standard Operations Guide (SOG).
- What not to bring to the testing site?
 - No pagers, cell phones, bags, purses, smart watches, hats, calculators, weapons, or similar equipment.
- Where do I find the Study Guide Material?
 - Study material can be purchased through Industrial/Organizational Solutions - https://iosolutions.com/shop/?swoof=1&pa_examination=nle
- Will face masks be required?
 - No, face masks are not required. Per CDC Guidelines, facemasks are highly encouraged especially for those that are unvaccinated.
- Is there a dress attire to test?
 - No, there is no certain dress attire to test.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedarparktexas.gov>

450 Cypress Creek Rd, Bldg. 1
 Cedar Park, TX 78613
 512.401.5254
 512.401.5000

HR@cedarparktexas.gov

Position #202100077
 POLICE OFFICER / CADET
 CB

Police Officer / Cadet Supplemental Questionnaire

* 1. Are you currently a licensed peace officer through TCOLE?

☐ Yes ☐ No

- * 2. The Texas Administrative Code sets the minimum standards for licensing. The following questions (Q2-Q8) are to determine if the applicant meets the minimum standards for peace officer certification. Will you be at least twenty-one (21) years of age by the time of hire?
☐ Yes ☐ No
- * 3. Are you a citizen of the United States of America (by birth or naturalization)?
☐ Yes ☐ No
- * 4. Do you possess a valid driver's license?
☐ Yes ☐ No
- * 5. During the last ten (10) years, have you been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military?
☐ Yes ☐ No
- * 6. Have you ever been convicted, plead guilty (nolo contendere), or been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony?
☐ Yes ☐ No
- * 7. Have you had a military court martial that resulted in a dishonorable or bad conduct discharge? (If you did not serve in the military please check "no").
☐ Yes ☐ No
- * 8. Are you currently prohibited from carrying a firearm or possessing ammunition?
☐ Yes ☐ No
- * Required Question